

**U.S. IMMIGRATION AND CUSTOMS ENFORCEMENT
ENFORCEMENT AND REMOVAL OPERATIONS
ICE HEALTH SERVICE CORPS**

LEAVE

**IHSC Directive: 01-33
ERO Directive Number: 11860.1
Federal Enterprise Architecture Number: 306-112-002b
8 Jul 2014
Annual Review: 21 Mar 2016 No Changes**

**By Order of the Acting Assistant Director
Stewart D. Smith, DHSc/s/**

1. **PURPOSE:** The purpose of this issuance is to set forth the policies and procedures related to leave.
2. **APPLICABILITY:** This directive applies to all ICE Health Service Corps (IHSC) personnel, including but not limited to, Public Health Service (PHS) officers and civil service employees supporting health care operations in ICE-owned or contracted detention facilities and to IHSC Headquarters (HQ) staff. This directive applies to contract personnel when supporting IHSC in detention facilities and at HQ. Federal contractors are responsible for the management and discipline of their employees supporting IHSC.
3. **AUTHORITIES AND REFERENCES:**
 - 3-1. Commissioned Corps Instruction [CC362.1](#); Annual Leave; 16 February 2012.
 - 3-2. Commissioned Corps Instruction [CC363.01](#); Sick Leave; 16 February 2012.
 - 3-3. Commissioned Corps Personnel Manual [CCPM49.1](#); Annual, Sick, and Station Leave; 10/25/79.
 - 3-4. Commissioned Corps Instruction [CC361.01](#); Leave of Absence, General; 16 February 2012.
4. **POLICY:** IHSC federal employees may be granted leave in a variety of categories.
 - 4-1. **Contract Staff.** Contract staff members are managed by their employers per the applicable contract.
 - 4-2. **Federal Civilian Staff.** Federal civil service employees will utilize established OPM guidance and reference the following regarding leave:

- a. [ICE Human Capital Leave Home Page](#)
- b. [OPM Pay and Leave](#)
- c. Civil Service Permanent Change of Station (PCS) are to refer to applicable manual.

4-3. Annual Leave for United States Public Health Service (USPHS) Commissioned Corps (CC) Officers. The electronic Commissioned Corps Issuance System (eCCIS)'s [CC362.1](#) is the authority regarding annual leave for USPHS CC Officers.

- a. CC officers request leave through their first line supervisors (leave granting authority). Approval or disapproval is based on such issues as mission needs, current staffing, and prior requests for leave.
- b. CC officers submit their leave slip (PHS Form 1135) to their supervisor using the electronic signature option. Upon return from leave, the officer again electronically signs the slip, submits it to their supervisor who then signs electronically and submits it to the Leave Clerk with copy provided to the officer.
- c. Recall from leave. If a mass influx or other emergency arises, CC officers are subject to recall from leave without notice. Officers must ensure that the supervisor is aware of where and how they can be reached. The Health Services Administrator (HSA) or the leave granting authority of the Unit at IHSC Headquarters (HQ) maintains an emergency recall roster for personnel on leave.

Annual leave is the only leave that the Leave Clerk records on form PHS-31, "Officer's Leave Record."

4-4. Sick Leave for USPHS CC Officers. Sick leave must be requested through the immediate supervisor as soon as possible and if at all possible not later than two hours prior to the scheduled shift. The first line supervisor follows the applicable CC policy on documentation of illness. All requests are made directly to the first line supervisor. CC officers follow the requirements established in the eCCIS Instruction, [CC363.01](#), Sick Leave.

Note: Prolonged or Frequent Absence Due to Sickness or Disability; Review of Status ([CCPM49.1](#) SS 21-90): An officer's absence from duty due to sickness or disability for a period of more than 90 consecutive days or for an aggregate of more than 120 days in a consecutive 12-month period shall be reported to the Surgeon General, or his designee, who shall appoint a board to consider whether such officer should be medically retired.

- 4-5. Emergency Annual Leave for USPHS CC Officers.** See [CC362.1](#) Annual Leave, Section 8-1 (c) which reads: In an emergency situation, the officer is required to promptly notify the supervisor or leave granting authority, as soon as possible, the reasons for the emergency. If the supervisor concurs, he/she will indicate approval on Form PHS-1345. The supervisor or leave granting authority shall send one copy to the Leave Maintenance Clerk and retain the original for completion by the officer upon return to duty. The original will then be forwarded to the Leave Maintenance Clerk after completed by the officer.

Station Leave. Station leave is absence from duty station under the following conditions:

- a. During off-work hours (i.e., the period between the normal completion and commencement of scheduled working hours) on two consecutive workdays;
- b. On a non-workday unless the non-workday falls within a period of annual leave; or
- c. For a period of less than 1 workday. Examples of station leave include allowing an officer to be absent to:
 - (1) attend parent-teacher conferences;
 - (2) drop off or pick up vehicles at repair shops;
 - (3) accompany a dependent to a health-care visit;
 - (4) attend brief continuing education seminars of less than one day's duration; and
 - (5) temporary building closures.

Station leave shall not be charged as annual leave.

- 4-6. Administrative Leave for USPHS CC officers.** See [CC361.01](#) (Leave of Absence, General), Section 6-5 which reads as follows:
- a. Any absence for a full workday or more is normally charged to annual leave. However, there may be situations in which an officer may be excused from duty for a full workday or more without charge to annual leave. Such absence may be authorized as administrative leave under circumstances which are in the interest of the Corps as well as the officer, as determined by the leave granting authority. Administrative leave may be authorized for the following:
 - (1) Attendance at Professional Meetings. An officer may be granted administrative leave to attend a professional meeting when such attendance is considered beneficial to the Corps and the officer.

- (2) Taking Professional Examinations. An officer may be granted administrative leave to take professional examinations. This would include examinations for state licensure and specialty board certification, whether or not the examination is taken at the Corps' expense. See CC25.3.1, "Payment of Specialty Board Examinations" and CC25.3.2, "Payment of Medical Licensure."
- (3) Permanent Change of Duty Station (PCS). An officer may be granted administrative leave as follows:

Up to 3 days, before departure from his/her old duty station, for the purpose of arranging the movement of his/her household goods to the new duty station;

Up to 3 days, upon reporting to duty at a new duty station, including the officer's first duty station, for the purpose of receiving his/her household goods and establishing his/her household; and

Up to 7 days for house hunting purposes in relation to a geographical PCS. The officer is responsible for paying all costs associated with the house hunting efforts, including travel costs in addition to authorized PCS travel.

Administrative leave may not be granted during the period between the officers' scheduled departure from the old duty station and arrival at the new duty station. Administrative leave shall not be granted to an officer upon his/her separation from active duty, including retirement.

5. **PROCEDURES:** None.
6. **HISTORICAL NOTES:** This is an annual review with no changes.
7. **DEFINITIONS:** See definitions for this policy at [IHSC Glossary](#)
8. **APPLICABLE STANDARDS:** None.
9. **RECORDKEEPING.** Records generated as described in this policy are maintained as provided in the Department of Homeland Security Payroll, Personnel and Time and Attendance Records System of Records Notice. 73 Fed.Reg. 63172 (Oct 23, 2008) and any other appropriate systems.
10. **NO PRIVATE RIGHT STATEMENT.** This directive is an internal policy statement of IHSC. It is not intended to, and does not create any rights, privileges, or benefits, substantive or procedural, enforceable against the United States; its departments, agencies, or other entities; its officers or employees; or any other person.